



How can the Volunteer Centre help you?

If your organisation needs volunteers, we can help in the following ways:

Promoting of volunteering opportunities. Your opportunities will be added to our database, so that we can discuss them with prospective volunteers. We may also look to promote your opportunities through different methods which may include in press releases, supermarket notice boards, on our websites, and on the national *do-it* website.

Guidance. We are available to discuss your volunteer needs with you, and to offer guidance about devising various policies and procedures such as role descriptions.

Good practice training. Through our partner organisation Voluntary Sector Training, we can provide training to organizations on issues such as recruitment and retention of volunteers.

Volunteering issues. We are happy to discuss with you any issues that may arise around involving volunteers, and to offer guidance.

Information. We will pass onto you any relevant information about legal issues, volunteer awards, points of interest etc.

What will be expected of you?

Organisations will be expected to:

- **Conduct an induction/orientation sessions**
Passing on information about the organisation, the volunteer's role, and what will be expected of them.
- **Supervise placed volunteers**
Volunteers should always have a named person to whom they can turn in the event of any difficulties.
- **Ensure that the responsibilities given to volunteers are appropriate.**
- **Ensure that volunteers feel welcome and valued.**
- **Reimburse volunteer expenses.**
Volunteers are giving the time for free - they should not be out of pocket.
- **Ensure that volunteers are insured.**

What is a Volunteer Centre?

Volunteer Centres form a national network of agencies concerned with volunteers and volunteering. They are committed to ensuring that prospective volunteers have a wider and informed understanding of their rights and responsibilities when considering volunteering opportunities.

Volunteer Centres have 6 core functions:

Brokerage between volunteers and organisations. We hold information on a comprehensive range of opportunities, and offer potential volunteers support, information and advice.

Marketing volunteering to encourage local interest in volunteering and community activity.

Good practice development. Promoting good practice in working with volunteers to all volunteer-involving organisations.

Developing volunteering opportunities. We work in close partnership with statutory, voluntary and private sector agencies, as well as community and faith groups, to develop local volunteering opportunities.

Policy response and campaigning. We participate in campaigns on issues that affect volunteers and volunteering.

Strategic development of volunteering. We inform strategic thinking and planning at a regional and national level.

Contact your nearest Volunteer Centre for more information

Basildon, Billericay and Wickford
Volunteer Centre – 01268 294797

Volunteer Centre Braintree District
(BDVSA) – 01376 550507

Volunteer Centre Castle Point –
01268 638416

Volunteer Centre Chelmsford –
01245 283606

Volunteer Centre Colchester –
01206 768930

Volunteer Centre Epping Forest –
01992 564256

Volunteer Centre Harlow –
01279 308310

Maldon & District CVS
Volunteer Centre –
01621 851891

Rayleigh, Rochford & District
Volunteer Centre –
01268 775255

Volunteer Centre Southend (SAVS)
– 01702 356060

Volunteer Centre Tendring –
01255 427888

Volunteer Centre Uttlesford –
01799 513626



Information for Volunteer—involving Organisations